

**FORMS CONTRACTORS & DESIGNERS MUST SUBMIT  
TO PUBLIC WORKS WITH PAY REQUEST**

**DESIGNERS**

**Contract of any amount**

1. One original of the Invoice/Voucher (DAPW 32) as detailed in example (DAPW 32C).
2. When filing at design milestones, and at completion, Affidavits are required. For partial pay requests use (DAPW 21C) and for final pay requests use (DAPW 21B).
3. For final payments, Operating Manuals, Warranties and Guarantees from contractors are required.
4. For final payments, provide Substantial Completion Form (DAPW 5) completed for each construction contract.

**CONTRACTORS**

**A. For Partial Pay Requests**

1. One original of the Invoice/Voucher (DAPW 32).
2. One original Application for Payment (DAPW 17).
3. One original Certificate for Payment (DAPW 18). (If a private design firm is involved, they must sign this form before Public Works can approve the payment request.)
4. One original of the Partial Payment Affidavit (DAPW 21A).
5. If payment for stored material is requested, one original of Affidavit of Payment for Stored Materials (DAPW 21E).

**B. For Final Pay Requests**

1. One original of the Invoice/Voucher (DAPW 32).
2. One original Application for Payment (DAPW 17).
3. One original Certificate for Payment (DAPW 18) (signed by private design firm).
4. One original Final Payment Affidavit (DAPW 21).
5. One original Subcontractor/Supplier Final Waiver (DAPW 156) from each subcontractor or direct supplier.
6. One original Release of Surety (DAPW 20) (if applicable).
7. One original Out-of State Contractor's Compliance Affidavit (DAPW 21D) (if applicable).
8. One original Escrow Form (DAPW 32A) (if applicable).
9. One original Substantial Completion Form (DAPW 5) - completed before final payment. (This form is initiated by the Designer.)

**SERVICE CONTRACTS**

**A. Partial Payment Requests**

1. One original Service Contract Invoice/Voucher (DAPW 32D).

**B. Final Payment Requests**

1. One original Service Contract Invoice/Voucher (DAPW 32D).
2. One original Final Payment Affidavit (DAPW 21).